



**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

REQUEST FOR PROPOSALS

FOR

**New Jersey Task Force on Child Abuse and Neglect
OJJDP FY10 Byrne Congressionally Mandated Earmark Programs**

\$98,839 Available

Allison Blake, Commissioner

February 25, 2011

Bidders Conference: March 21, 2011

Time: 1:00 PM

Place: 222 South Warren, Trenton, N.J. 08625

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FUNDING AGENCY

State of New Jersey
Department of Children and Families
222 South Warren Street
P.O. Box 729
Trenton, New Jersey 08625-0729

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families and the New Jersey Task Force on Child Abuse and Neglect (NJTFCAN) announces the availability of federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) funds under the Edward Byrne Memorial Congressionally Mandated Earmark Justice Assistance Grant (JAG). The purpose of this RFP is to hire a Child Forensic Interviewer in residence of a Child Advocacy Center or a County Prosecutor's Office in counties that have no or insufficient staffing of forensic interviewers.

Special Notices:

All potential bidders must attend a mandatory bidder's conference on March 21, 2011 1:00 PM at 222 S. Warren Street, Trenton, NJ 08625

JAG funds cannot be used directly or indirectly for security enhancements or equipment for non-governmental entities not engaged in criminal justice or public safety. Nor may JAG funds be used directly or indirectly to provide for any of the following matters unless the Bureau of Justice Assistance (BJA) certifies that extraordinary and exigent circumstance exist, making them essential to the maintenance of public safety and good order:

- **Vehicles (excluding police cruisers), vessels (excluding police boats) or aircraft (excluding police helicopters).**
- **Luxury items.**
- **Real estate.**
- **Construction projects (other than penal or correctional institutions).**
- **Any similar matters.**

B. Background:

The Department of Children and Families (DCF) is charged with serving and safeguarding the most vulnerable children and families in the State and ensuring that service delivery is directed towards their safety, protection, permanency and well-being. Similarly, New Jersey Task Force on Child Abuse and Neglect (NJTFCAN), formerly the Governor's Task Force on Child Abuse and Neglect, is charged with the continued responsibility of making recommendations to improve the State's response to child maltreatment and to educate communities and professionals about the prevention and treatment of child abuse and neglect. NJTFCAN, in addition, has an expanded mandate and is authorized to study and develop recommendations regarding the most effective means of improving the quality and scope of child protective services provided or supported by State government.

Thus, the goal of DCF and NJTFCAN, for the purposes of this grant, is to help victims of child and adolescent physical and sexual abuse and neglect and their families by providing, through a unique public-private partnership:

1. a safe and supportive environment that minimizes trauma and promotes healing for victims and their families
2. a setting in which agencies respond to the needs of child victims and their families in a well-coordinated, continuously improving, child-friendly atmosphere; and
3. an effective community response to child and adolescent abuse and neglect through education, advocacy, and treatment.

Consequently, DCF and NJTFCAN believe New Jersey is uniquely poised to expand forensic interviewing services in child advocacy centers that have little or no support for forensic interviews. To that end DCF and NJTFCAN applied for and received, the Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)). JAG is the primary provider of federal criminal justice funding to state and local jurisdictions, provides states and units of local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and court programs, prevention and education programs, corrections and community corrections, drug treatment and enforcement, crime victim and witness initiatives, and planning, evaluation, and technology improvement programs. This funding aids in the aforementioned initiative to hire a child forensic interviewer.

Furthermore, the forensic interview is a crucial component in New Jersey's child welfare system. Forensic interviewing is often the only way an agency can learn enough to make a fact-based determination of whether child abuse has occurred. Forensic interviewing can also yield the information that DCF

needs to build a safety plan for the child and to support the child's family. One interview rather than multiple interviews reduces trauma and thus, is beneficial to children.

Therefore, more qualified, child forensic interviewers are necessary throughout the state. Child forensic interviewers must be graduates from an accredited college or university with a Social Work degree or related field. In addition, he or she should have experience and training in Child and Family Maltreatment, interviewing child victims of maltreatment, interviewing and preparing child victims for court. This education and experience will, in turn, provide the breadth and depth, knowledge, and skills necessary to complete the following duties:

- Performs forensic interviews of sexually and abused children and witnesses;
- Conduct interviews and provide support to non-offending caregiver;
- Prepare children for forensic interview for investigation;
- Ability to work collaboratively with the county Multidisciplinary Teams;
- Testify for child sexual assault cases;
- Provide feedback of videotaped reviews to forensic interviewer or investigator;
- Collaborate with medical, mental health and child protective service professionals in treatment planning;
- Demonstrate knowledge of principles of growth and development of clients; and
- Provide families with support and referrals of community services.

C. Funding Priorities:

The RFP is intended to fund one (1) child forensic interviewer whose job it is entirely dedicated to interviewing children under the age of 18 that have been victims of abuse. The proposed funding for this grant shall be provided partially over a three year period to provide supplemental assistance to a County Prosecutor's Office or a Child Advocacy Center to hire a full time or part time position of a trained forensic interviewer. The purpose of a Child Advocacy Center is to provide a child-friendly, home-like environment, which is designed to meet abused children's needs for warmth, support and

protection. It is an onsite facility that coordinates child and family interviews and investigations, and is also home to the Multidisciplinary Team. Crisis intervention is provided at a Child Advocacy Center and referrals to services are also offered to families.

Applicants must identify specific efforts to sustain a trained full or part time forensic interviewer. In addition, applicants must also provide the most recent data on the number of forensic interviews conducted with children in their county annually and monthly.

D. Funding Information:

For the purpose of this initiative, DCF will make available \$98,839 in Edward Byrne Memorial Justice Assistance Grant funds. One (1) contract, resulting from this RFP, will be granted in funding amounts as follows:

- \$48,839 for Year 1 (Personnel, Equipment and Supplies)
- \$25,000 for Year 2 (Personnel Only)
- \$25,000 for Year 3 (Personnel Only)

All grants are for a one-year period. The funding period for this grant is March 2011 to August 2013.

Matching funds are required. Proposals **must** demonstrate the leveraging of other financial resources. All leveraging resources must be identified in the proposed budget and may not include any other Federal funds.

Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin the hiring process of the child forensic interviewer.

Funds awarded under this program may not be used to supplant or duplicate existing funding.

Any expenses incurred prior to the effective date of the contract will not be reimbursed by the Department of Children and Families.

E. Applicant Eligibility Requirements:

1. Applicants must be a County Prosecutor's Office or a Child Advocacy Center that provides a child-friendly, home-like environment, which is designed to meet abused children's needs for warmth, support and protection and is an onsite facility that coordinates child and family interviews and investigations, and is also home to the MDT. Crisis

- intervention should also be provided at the Center and referrals to services are also offered to families.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
 3. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and all past issues must be resolved as demonstrated by written documentation.
 4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
 5. Where appropriate, all applicants must hold current State licenses.
 6. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
 7. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
 8. Where appropriate, applicants must execute sub-contracts with partnering entities within 60 days of contract execution.
 9. Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy.
 10. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-800-705-5711 or inquire on-line at <http://www.dnb.com>
 11. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may apply.

F. Related Forms:

The following documents may be obtained through the DCF website at <http://www.nj.gov/dcf/notices/index.html#1> or by email request through DCFASKRFP@dcf.state.nj.us:

1. Bidders Frequently Asked Questions
2. Proposal Cover Sheet
3. Capital Funding Application Cover Sheet
4. General and Administrative Costs description
5. DCF Standard Language Document for Social Service Contracts
6. Annex B
7. Contractor Certification and Disclosure of Political Contributions*
8. Stockholder Disclosure Form*
9. Addendum to Individual Provider Contracts (Executive Order 189)
10. Statement of Assurances
11. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

*These forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/dpmc/forms.html> (Note: non-profit entities are exempt from Chapter 51 disclosure requirements).

G. RFP Schedule:

2/ 25 /11	Notice of Availability of Funds
2/25/11 to 3/20/11	Questions may be submitted in advance for the bidder's conference. Courtesy Notice of Attendance Requested at Bidders Conference sent to DCFASKRFP@dcf.state.nj.us
3/21/11	Mandatory Bidders Conference Technical Assistance
4/11/10	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before, April 11, 2011. Proposals received after 12:00 PM on, April 11, 2011 will **not** be considered for an award. Applicants should submit one (1) signed original and 6 copies of the proposal, including a signed cover letter of transmittal as indicated below. Faxed or emailed proposals will not be accepted. Applicants will not be notified that their package has been received.

Proposals must be delivered either **in person** or via **commercial carrier** to:

Catherine Schafer
Department of Children and Families
222 South Warren St., 3rd Floor
P.O. Box 729
Trenton, New Jersey 08625-0729

H. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF staff will screen proposals for eligibility and conformity with the specifications set forth in this RFP. An initial screening will be conducted to determine whether the application is eligible for review or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary review process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant entity's Chief Executive Officer or equivalent

- c. The application is complete in its entirety, including all required attachments and appendices

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications, will result in the immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

2. Proposal Evaluation Process

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Evaluation team, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

Requested information was covered	10 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements	20 Points
Background of organization and staffing explained	10 Points
Speakers were knowledgeable about topic	5 Points
Speakers respond well to questions	5 Points

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so.

The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an indication of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

I. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to Office of Legal Affairs-Contract Appeals, 222 South Warren, PO Box 729, Trenton, NJ 08625-0729 no later than five (5) calendar days from the date the award notification is issued.

J. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. For the purposes of this RFP, all Post Award Reviews will be conducted by appointment only before December 31, 2011.

Applicants may request a Post Award Review by contacting:

Catherine Schafer
Department of Children and Families
222 South Warren Street/3rd Floor
P.O. Box 729
Trenton, New Jersey 08625-0729

Or by e-mail at DCFASKRFP@dcf.state.nj.us

Post Award Reviews will not be conducted after December 31, 2011.

K. Post Award Information:

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract

Reimbursement Manual, and the Contract Policy and Information Manual. The policy manuals and the Standard Language Document are available at www.nj.gov/dcf.

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

The actual award of funds is contingent upon a successful Contract negotiation. If during the negotiations, it is found that the selected applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the award may be rescinded.

Upon receipt of the award announcement, if appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

- Proof of Insurance naming DCF as an additional insured
- Board Resolution Validation
- DCF Standard Language Document
- Current agency by-laws
- Copy of lease or mortgage (if applicable)
- Certificate of Incorporation
- Conflict of Interest policy
- Affirmative Action policy and certificate
- A copy of all applicable professional licenses
- Current single audit report
- Current IRS Form 990
- Current Pension Form 5500
- Copy of the agency's annual report to the Secretary of State

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

All applications will be evaluated and scored in accordance with the following criteria:

The narrative portion of the application should be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font may be no smaller than 12 points. There is a 15-page limitation for the narrative portion of the grant application. A point reduction will be administered to proposals exceeding the total number of pages of the narrative portion. The narrative must be organized appropriately and address the key concepts. Items included in the transmittal cover letter, budget pages, and attachments do not count towards the narrative page limit.

Proposals may be bound or fastened by staple or heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders.

Each proposal must include the following components organized by heading:

Applicant Organization

(10 Points)

Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments in working in collaboration with the Department of Children and Families and/or the Department of Human Services.

Describe the agency's governance structure and its administrative, management and organizational capacity to enter into a third party direct state services contract with the Department of Children and Families. Note the existence (if any) of professional advisory boards that support the operations. If applicable, indicate the relationship of the staff to the governing body. Attach a current organizational chart.

Provide an indication of the agency's demonstrated capability to provide services that are consistent with Edward Byrne Memorial Congressionally Mandated Earmark Justice Assistance Grant goals and objectives for the purpose of hiring a child forensic interviewer. Include information on current similar programs managed by the agency, the funding sources and if available, any evaluation or outcome data.

Need Justification

(15 Points)

Provide documentation describing the need for the proposed services, including:

- Statements that demonstrate an understanding of the problem and the needs of the target population;
- A summary of existing services, including identified gaps in the current provision and availability of those services; and
- Citations of relevant statistics and discussions of studies that reflect the prevalence of the problem, in New Jersey, and the unmet needs of the target population.

Program Approach

(20 Points)

Specify an approach that includes an overview of hiring a child forensic interviewer and the anticipated impact on the target population, including:

- A description of how the addition of a child forensic interviewer addresses system issues/reform;
- A description of the services to be provided, by the child forensic interviewer, including the specific goals and objectives of each;
- A description of the activities or methods that other personnel will employ to achieve the service objectives;
- A description of any collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding);
- Information on the accessibility of services, including the hours and days that forensic interviewing will be available to clients, and the geographic location(s) where services will be provided; and
- Information on the level of service (LOS), including a definition of each unit of service and an indication of the level of service anticipated throughout the contract period.
- Provide a feasible timeline for hiring the child forensic interviewer. Attach a separate Program Implementation Schedule.
- Describe how forensic interviews will meet the needs of various and diverse cultures within the target community.

Outcome Evaluation

(15 Points)

Describe the outcome measures that will be used to determine that the forensic interview service goals and objectives have been met. Provide a brief narrative and attach copies of any evaluation tools that will be used to determine the effectiveness of hiring a child forensic interviewer.

Budget

(15 Points)

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated Level of Services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget attached as part of the Appendix in the format and narrative for the proposed project/program using the Budget Narrative Worksheet. The budget should be reasonable and reflect the scope of responsibilities required to accomplish hiring a Child Forensic Interviewer. All costs associated with hiring and employment of the child forensic interviewer must be clearly delineated and the budget narrative must clearly

articulate budget items, including a description of miscellaneous expenses.

The grantee is expected to attend a three-day training for one individual in Washington DC, in 2011. The cost shall not exceed \$1160. The grantee shall also be allotted an amount for a one- time purchase of equipment including but not limited to a computer and printer not to exceed \$900. Cost for supplies over the three years shall not exceed \$779.

The grantee is expected to adhere to all applicable State cost principles. Standard DCF Annex B budget forms, instructions and a description of General and Administrative Costs are available at www.nj.gov/dcf/contract.

The budget form for this RFP is provided and the Annex B budget form is not required. The Budget Narrative Worksheet is provided with the RFP. Other than the Budget Narrative Worksheet no other information is required however explanations are encouraged.

Personnel

(10 Points)

Describe the management and supervision methods that will be utilized. For each staff member supervising this employee indicate whether the individual is full-time or part-time. Also, indicate if the child forensic interviewer will be hired from existing staff or if plans will be to recruit for the position(s). Then describe the position, giving the title, responsibilities, educational and experiential requirements for each position, using a separate page for each. Please note all consultants, sub-grantees and/or volunteers involved with the project.

Implementation Plan

(10 points)

The Implementation Plan should include objectives, timeframes, and milestones. Included in this section should be a narrative demonstrating how the hiring process will occur within three months of contract award of funds. The implementation plan must include a timetable for hiring the child forensic interviewer as well as implementation of said service, including a phase in of when clients will have access to the child forensic interviewer.

Leveraging

(5 Points)

Identify the total amount and source of any additional financial resources that will be committed to the proposed project as a leveraging mechanism.

B. Required Documents and Structure of Proposal:

Applicants must submit a complete application signed and dated by the Chief Executive Officer or equivalent. **Failure to submit any of the required**

documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

All applications/proposals submitted in response to this RFP shall be organized in the following manner:

Part I: Proposal

- i. Proposal Cover Sheet*
- ii. Table of Contents
- iii. Proposal Narrative
 - a. Applicant Organization
 - b. Need Justification
 - c. Program Approach
 - d. Outcome Evaluation
 - e. Budget Narrative (elective-not required)
 - f. Personnel
 - g. Implementation Plan
 - h. Leveraged Resources

Part II: Appendices

- 1. Job descriptions of key personnel, resumes and current salary ranges
- 2. Current and proposed agency organizational charts and staffing patterns
- 3. Current/dated list of agency Board of Directors and their terms of office
- 4. Copy of agency code of ethics and/or conflict of interest policy
- 5. Letters of Commitment/Affiliation Agreements
- 6. Statement of Assurances*
- 7. Certification regarding Debarment*
- 8. All required Certification and Disclosure Forms in accordance with PL 2005, c.51 ("Chapter 51") and Executive Order 117 (2008), if appropriate**
- 9. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
- 10. Proposed Program Implementation Schedule
- 11. Copies of all applicable licenses
- 12. Curricula and training outline to be utilized or sample curricula (if appropriate).
- 13. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at <http://www.dnb.com>
- 14. Copies of any audits or reviews completed or in process by DCF or other State entities from 2006 to the present. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position.
- 15. Current Single Audit Report
- 16. Current IRS Form 990
- 17. Budget Narrative Worksheet (**required**)

*Standard forms are available at www.nj.gov/dcf/notices/index.html.

**Chapter 51 forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/dpmc/forms.html> (Note: non-profit entities are exempt from Chapter 51 disclosure requirements).

C. Requests for Information and Clarification-Bidders Conference

Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP. Applicants may request assistance from DCFASKRFP@dcf.state.nj.us until the Bidders Conference. Inquiries will not be accepted after the closing date of the Bidders Conference. Questions may be emailed in advance of the bidders conference to DCFASKRFP@dcf.state.nj.us.

Bidders Conference/Technical Assistance

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures at the technical assistance meeting indicated below. All prospective applicants must attend a Bidders' Conference and participate in an on site registration process in order to have their applications reviewed. **Failure to attend the Bidders' Conference will disqualify individuals, agencies, or organizations from the RFP process.** In addition, all applicants are encouraged to confirm their attendance by emailing us at DCFASKRFP@dcf.state.nj.us at least five working days prior to the scheduled date of the meeting:

Date: March 21, 2011
Time: 1:00 PM
Address: 222 South Warren Street, 1st floor
Trenton NJ 08625

Contact Person: Catherine Schafer
Telephone: 609-984-2788

Inclement weather will not result in the cancellation of the Bidders Conference unless it is of a severity sufficient to cause the official closing or delayed opening of State offices on the above date. In the event of the closure or delayed opening of State offices, the Bidders Conference will be cancelled and then held on an alternate date.

Participants requiring any special accommodations are asked to advise the DCF contact person at the telephone number noted above.

In the event that clarifications to the RFP are required a written notice shall be posted on the DCF website.